

## **Presentations for Indiana Public Library Trustees**

### **1. The Public Library Trustee:** General Overview of what they do, how to do it, and what to do next (about 1 hour)

Who is the board team, what are the responsibilities, how does a board work as a team. Includes brief discussion of appointing authorities and Indiana Public Library Standards, 590 IAC 6, effective 1/1/2011

### **2. Everything You Wanted to Know About a Public Library Budget from Creation to Execution**

- (Short version is 1 hour, but can be extended to go in-depth on requested topics)  
Goes through the terms related to budgeting, history of budgeting, property taxes in Indiana, forms used, timetables needed, process(es) involved fund by fund and who is responsible for the different parts of the budget

### **3. The Public Library Trustee and the Public Library Director - Governance and Management** (about 90 min.)

Includes (1) Definitions and examples of the differences in the terms, (2) Effective and ineffective management, including micromanagement, (3) How board hires new director and evaluates director (4) The relationship of the board to library staff--chain of command, appropriate methods of board/staff interaction

### **4. The Public Library Trustee and Policies** (about 1 hour)

Explains what trustees are responsible for in governance with an emphasis on policy making and discusses policies required by Indiana law and Public Library Standards.

### **5. The Unserved Area and How to Begin to Bring It Into Your Library District** (about 1 hour)

Goes through the processes for taking in unserved areas and the possible tax impact it will have on the new area.

### **6. Committees, Meetings, and the Open Door Law** (about 90 min.)

Includes (1) The purpose of meetings, how to conduct productive meetings more efficiently, and how to evaluate your board's meeting procedures/ (2) The purpose of committees, rules for committee conduct, and how to evaluate your board's committee operations; (3) Duties of all officers of the board, and the practical do's and don'ts for all officers. (4) Specifics of the Open Door Law and Public Records Act.

Other presentations, based on the *IN the Public Trust* manual

(<http://www.in.gov/library/3274.htm>) may be customized to a particular situation.

To arrange a presentation, please contact Karen Ainslie ([kainslie@library.in.gov](mailto:kainslie@library.in.gov)) or Jen Clifton ([jclifton@library.in.gov](mailto:jclifton@library.in.gov)) or call us toll-free at 1 (800) 451-6028